

~~CONFIDENTIAL~~

SUMMARY REPORT

of the

ACTIVITIES OF THE CAREER SERVICES

1 October 1955 to 31 March 1956

DOC	1	REV DATE	22 JUL 1981	BY	
ORIG COMP		GPI	32	TYPE	01
ORIG CLASS	5	REV CLASS	30		C
JUST	22	NEXT REV	2011	AUTH:	HR 10-2

25X1

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

SUMMARY REPORT OF THE

ACTIVITIES OF THE CAREER SERVICES

1 October 1955 to 31 March 1956

	<u>CONTENTS</u>	<u>Page</u>
SECTION I --	<u>CLANDESTINE SERVICES CAREER SERVICE</u>	
A.	ORGANIZATION	1
B.	ACTIVITIES	
	Clandestine Services Career Service Board.	1
	Clandestine Services Career Service Panel.	1
	FI Career Service Panel.	2
	PP Career Service Panel.	2
	TSS Career Service Panel.	3
	Clerical Career Service Panel.	4
SECTION II --	<u>THE INTELLIGENCE PRODUCTION CAREER SERVICE</u>	
A.	ORGANIZATION	5
B.	ACTIVITIES	
	Intelligence Production Career Service Board	5
	ONE Career Service Board	6
	OCI Career Service Board	6
	ORR Career Service Board	7
	OSI Career Service Board	8
	OBI Career Service Board	10
SECTION III	<u>THE OPERATIONS CAREER SERVICE</u>	
A.	ORGANIZATION	11
B.	ACTIVITIES	11
SECTION IV -	<u>THE OFFICE OF CENTRAL REFERENCE CAREER SERVICE</u>	
A.	ORGANIZATION	15
B.	ACTIVITIES	15
SECTION V --	<u>THE SUPPORT CAREER SERVICE</u>	
A.	ORGANIZATION	17
B.	ACTIVITIES	
	Administration Career Board.	18
	Office of the Comptroller Career Service Board	19
	Office of Communications Career Service Board.	19
	Logistics Career Board	20
	Medical Staff Career Service Board	21
	Personnel Career Board	22
	Office of Security Career Service Board.	24
	Office of Training Career Service Board.	24
APPENDIX:	Roster of Career Service Boards and Panels, 1 July 1956. .	27

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

SECTION I

CLANDESTINE SERVICES CAREER SERVICE

A. ORGANIZATION

There were no significant changes in the policies or methods of operation for the Clandestine Services Career Service Board and Panels during the reporting period.

B. ACTIVITIES

1. Clandestine Services Career Service Board

a. Meetings: 4th quarter - 3; 1st quarter - 3

b. Actions

The Board meetings were primarily devoted to the consideration of candidates for promotion from GS-14 to GS-15 and to supergrade promotions on a competitive basis, and to consideration of proposals for improving the administration of the Clandestine Services Career Service Program.

2. Clandestine Services Career Service Panel

a. Meetings: 4th quarter - 3; 1st quarter - 8

b. Personnel Actions

(1) Fourth quarter (1955)

In addition to the normal processing of personnel actions, 116 D designees were transferred to the jurisdiction of the FI and PP Career Panels. The designees were persons who had completed three years initial orientation within the Clandestine Services and were engaged in activities in the FI, PP, or PM fields. The Panel also considered three requests for permission to marry aliens and two requests for Career Development slots.

(2) First quarter (1956)

In addition to acting upon numerous personnel actions relating to appointments, reassignments and promotions, action was taken on the following: 40 persons with "D" designation were approved for change to "DP" or "DI"; 8 marriage-to-alien cases considered, and 4 requests for Development Positions were acted upon.

~~SECRET~~

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Approved For Release 2003/01/27 : CIA-RDP80-01826R000900020001-4

c. CIA Career Staff

The Panel reviewed 81 applications for membership in the CIA Career Staff during the report period.

d. Rotation Policy

The Panel gave further consideration to developing a paper on a rotation policy for the Clandestine Services Career Service. At the request of the Chief of Operation, DD/P and after consultation between the Chairman of the Panel and the Director of Training, efforts were made to develop a program for the rotation of Clandestine Service personnel to serve as instructors in the Office of Training and reassignment of personnel from the Office of Training to DD/P.

3. FI Career Service Panel

a. Meetings: 4th quarter - 10; 1st quarter - 8

b. Individual Career Planning

(1) Individual Career planning was initiated by the FI Career Management Office. An indication of the increasing importance of career planning is the recent requirement that career plans be developed for some FI designees prior to, or concurrent with, promotions, reassignments, and other personnel actions when such planning is of timely interest to the Agency and the employee.

(2) During the first quarter of 1956, 86 individual career plans were initiated by the FI Career Management Office, and 27 were forwarded by the working group to the FI Career Panel for approval.

c. CIA Career Staff

During the report period the Panel processed Career Staff applications, which brings to a total of applications processed and forwarded.

25X9A2

25X9A2

d. Designees

The number of FI designees was increased by 97 through conversions from D and by new excepted appointments. (4th quarter)

4. FP Career Service Panel

a. Meetings: 4th quarter - 6; 1st quarter - 8

~~CONFIDENTIAL~~

b. Personnel Actions

Approximately 246 cases (reassignments, promotions, and appointments) were considered by the Panel.

c. CIA Career Staff

The Panel processed ☐ applications for membership in the CIA Career Staff during the report period.

25X9A2

d. Individual Career Planning

- (1) Progress was made in the development of individual career plans for members of the PP Career Service. The groundwork for the individual career planning program has been established.
- (2) During the first quarter of 1956 individual career plans for five members of the PP/PM Career Service were approved. Each of these plans includes a commitment from the appropriate component to implement the first reassignment called for in the plan. Drafts of fourteen career plans are in the process of development.

5. TSS Career Service Panel

a. Meetings: 4th quarter - 6; 1st quarter - 6

b. Personnel Actions

- (1) The Panel considered and passed on 32 personnel actions relating to promotions, reassignments, requests for external training, etc. during the fourth quarter.
- (2) During the first quarter (1956) the Panel acted upon 10 requests for external training (correspondence-type courses in technical schools) and two summer training courses (management) at Cornell University.

c. CIA Career Staff

The Panel processed ☐ applications for membership in the CIA Career Staff during the report period.

25X9A2

d. Rotation and Reassignment

Advance planning was made to accommodate the rotation and reassignment of ☐ replacements for overseas positions.

25X9A2

e. Career Planning

The Panel discussed problems relative to specific personnel requirements of TSS. The career development of specialized individuals in TSS in such fields as physics, chemistry, engineering, etc., was considered largely on the basis of comparable career possibilities existing in private industry. One of the major facts considered was career progression within TSS in terms of salary progression of younger people who enter private industry directly or resign to do so. The Panel has been attempting to find some common ground between the DD/P career planning program and the external career possibilities awaiting many of the TSS scientific personnel.

f. Reorganization

The Panel discussed and reviewed proposals for reorganization of the Clandestine Services Career Service and their applicability to TSS.

6. Clerical Career Service Panel

a. Meetings: 4th quarter - 11 regular and 1 special; 1st quarter - 13

b. CIA Career Staff

The Panel processed ☐ applications for membership in the CIA Career Staff during the report period. 25X9A2

c. Reassignments

The Panel agreed during the fourth quarter upon a new procedure for DS designees who are proposed for reassignment into professional-type positions: professional test battery to determine aptitude, review of qualifications by appropriate operating and personnel officials, concurrence by Career Management Officer concerned and follow-up procedure after one year to determine whether the individual should assume a new service designation. During the first quarter of 1956 two papers were drafted relating to promotion and reassignment of clerical personnel. Further action is currently being delayed pending the reorganization of the Clandestine Services Career Service structure.

SECTION II

THE INTELLIGENCE PRODUCTION CAREER SERVICE

A. ORGANIZATION

The Basic Intelligence Career Service was formally created during the report period within the Intelligence Production group. The OBI Career Service Board was established on 1 December 1955. In January 1956, personnel action was effected changing the Service Designation of OBI personnel from "IR" to "IB."

B. ACTIVITIES

1. The Intelligence Production Career Service Board

- a. Meetings: IP Board: 4th quarter - 2; 1st quarter - 1
Executive Committee: 4th quarter - 4; 1st quarter - 2

Representatives from the OO and OCR Services attended all but one of the Board and Executive Committee meetings during the fourth quarter and all meetings first quarter of 1956.

b. Training

- (1) DD/I candidates for the various Defense Colleges and the Harvard Advanced Management Program were selected.
- (2) During the fourth quarter the possibility of presenting candidates for Carnegie Fellowships with the Council on Foreign Relations, Inc. was discussed and it was agreed to search the Offices for a high calibre candidate. Two candidates were selected during the first quarter of 1956.
- (3) Certain courses given by the Office of Training in the Intelligence School were discussed and plans were made to meet with the faculty to work out changes.

c. Other Activities

- (1) Selected individuals for a number of overseas positions, and planned future assignment at Headquarters for a number of returnees.
- (2) Reviewed applications for membership in the CIA Career Staff and a number of statements in answer to certain Panel Findings.

- (3) Selections for certain key positions at Headquarters were made by the Executive Committee and submitted to the DD/I and IP Board for final decision.
- (4) Draft papers on "Revised Personnel Promotion and Assignment Policies" and "Tables of Organizations" were studied and recommendations submitted to the DD/I for presentation to the Career Council.
- (5) Personnel Actions for grades 14 and 15 were reviewed.

2. The ONE Career Service Board

- a. Meetings: 4th quarter - 1; 1st quarter - 2
- b. Personnel Actions

(1) Fourth quarter of 1955

The Board approved the promotion of one professional, the applications of two specialists for employment in O/NE, and the rotation to O/NE of one specialist from another component in the Agency. The Board discussed the work performance of a professional in O/NE and various internal shifts of professional personnel.

(2) First quarter of 1956

The Board discussed the general value of research assistants in ONE and the appropriate grade levels which should be used for this classification. There was agreement that junior professionals did perform a valuable service for the Office. Promotion of field personnel, rotations and detail of personnel from other Offices to ONE were discussed.

3. The OGI Career Service Board

- a. Meetings: 4th quarter - 3; 1st quarter - 3
- b. Rotation - Career Planning

(1) Fourth quarter of 1955

Discussion continued with FI/DDP on a program of rotation of Reports Officers of the DD/P with area desk officers of OGI. A discussion was held with a member of the Office of Operations to explore the possibility of exchanges of individuals. OGI was contacted to determine if any vacancies existed which might provide opportunities for qualified individuals to broaden their experience.

(2) First quarter of 1956

A formal proposal was submitted to FI Career Service Panel for the exchange, on a rotation basis, of an individual from OCI with one from FE. A discussion was held with a member of RQM/OIS, DDP which revealed current and anticipated vacancies which might provide opportunities for qualified OCI individuals to broaden their experience. Nominations were submitted to RQM/OIS.

c. Statistical Summary of Board Operations
(Includes business transactions between meetings)

	4th quarter	1st quarter
Fitness Reports Reviewed.84.	.65
Area Familiarization Requests	4.	5
CIA Career Staff Applications17.	.10
Requests for External Training.	5.	3
Promotion Requests (GS-12 and above).12.	9
Rotation to other DDI offices accomplished.		2

4. The ORR Career Service Board

a. Meetings: 4th quarter - 5; 1st quarter - 3

b. Individual Career Planning

(1) Fourth quarter of 1955

The Board designated an individual to consolidate the Board's recommendations for policy pertaining to ORR career guidance, counseling, and policies for career programing, including the preparation of career plans for members of the professional and clerical staff of ORR.

(2) First quarter of 1956

A draft policy concerning career guidance, career counseling and the preparation of individual career plans was submitted to the Board.

c. Training

The Board approved the nomination of a candidate to the Air War College and one candidate to the Industrial College of the Armed Services. (Fourth quarter) The Board discussed the value of Program C to needs of ORR and approved the decision that Program C provided no direct training benefits to ORR.

d. EOD Orientation Program

Continued progress is being made in developing and formalizing a workable ORR EOD Orientation Program.

e. Proposed

The Board discussed the revision of the table of organization to reflect manpower staffing and development requirements and recommended that no changes in the existing procedures be adopted. (Fourth quarter)

f. Promotion and Reassignment Policies

The Board discussed proposed revisions of promotion and reassignment policies. The members suggested that in ORR there was not a sufficiently acute problem to warrant any change from current procedures. (Fourth quarter)

g. Statistical Summary of Board Operations*

	4th quarter	1st quarter
Promotion Actions Approved3	
Field Fitness Reports Noted.2	.7
Non-CIA Training Requests Approved4	
Non-CIA Training Requests Disapproved.1	
Transfers to Professional Positions Approved2	
CIA Career Staff applications.		
Reassignments to Overseas Positions.6	
Field Reassignment Questionnaires Noted.3	

25X9A2

5. The OSI Career Service Board

a. Meetings: 4th quarter - 6; 1st quarter - 7

b. Rotation and Career Planning

(1) Fourth quarter of 1955

Major emphasis was placed on improving opportunities for career rotation of OSI personnel. OSI Notice 20-110-2 establishing a broader procedure for filling internal Office

*This statistical summary was compiled from items of information included in the quarterly report, and does not necessarily reflect all the activities of the ORR Board.

vacancies was issued. This issuance provides that notices of vacancies, including necessary qualifications, will be circulated to all personnel within OSI by the Secretary of the Career Service Board. This will provide personnel with the opportunity to apply for vacancies for which they think they are qualified. Requests were approved for the transfer of two individuals to OSI, one from ORR, and one from the Office of the Comptroller.

(2) First quarter of 1956

Major emphasis was placed on individual career planning and procedures for implementing the plan were established. Action has been delayed pending receipt of the DD/I policy on procedures for initiating this program.

c. Promotions

Reviews were conducted of all GS-12's, GS-11's, GS-9's, and GS-5's in the zone of consideration for promotion. Items of career significance were noted, and in several instances specific questions or recommendations were submitted to supervisors concerned. (Fourth quarter)

d. Training

- (1) Candidates were reviewed for possible assignment as the Agency Liaison Officer [redacted] and four nominees were submitted to the IP/CSB.
- (2) Candidates were reviewed for the Harvard Business School and the Service Colleges and nominees were submitted to the IP/CSB.

25X1C8A

e. Statistical Summary of Board Operations*

	4th quarter	1st quarter
External Training Completed10	
Request for CD Slots Approved	1	
Reassignments Approved (DD/P)	2	
Request for Promotion Acted Upon18	
CIA Career Staff Applications Approved.	9	.13
Applications for GS-15 Positions Approved	1	
External Training Requests Approved13
Applications for Employment Approved.		2
Change of Status - Requests Approved.		2

*This statistical summary was compiled from items of information included in the quarterly report, and does not necessarily reflect all the activities of the OSI Board.

6. The OBI Career Service Board

a. Meetings: 1st quarter -3

b. Organization

- (1) The OBI Career Service Board was established by OBI Notice B-3-55 dated 1 December 1955. The Board consists of a chairman, three members and an Executive Secretary.
- (2) The Assistant Director for Basic Intelligence discussed at the first meeting of the Board the overall aims and objectives of the Board and means of furthering the mission of the Office and the development of its personnel.

c. CIA Career Staff

The Board reviewed 12 applications for CIA Career Staff membership, approved 11 and deferred 1 for later review.

d. Individual Career Planning

A report on individual career planning was prepared and forwarded to CIA Career Council on 16 February 1956.

e. Rotation Appointees

OBI Notice B-3-55 provides that the OBI Career Service Board will ensure that rotation appointees are not overlooked for warranted promotion and that such appointees are productive and their assignments commensurate with the purpose of the appointments.

SECRET

SECTION III

THE OPERATIONS CAREER SERVICE

A. ORGANIZATION

No changes were made in organizational structure of the Operations Career Service during the report period.

B. ACTIVITIES

1. Meetings: 4th quarter - 10; 1st quarter - 7

2. CIA Career Staff

a. [] applications for Career Staff membership were considered; five declinations were noted. The Board reconsidered a case on which it had previously recommended one year's deferment, and agreed subject was now eligible. The Board also concurred in two category changes recommended by Examining Panels.

b. The Board noted the acceptance of [] individuals into the Career Staff, raising the current Office membership to [], representing 51% of the total on-duty strength of the Office. 25X9A2 25X9A2

3. Training

a. The Board discussed methods of providing Office of Training with more accurate estimates of all OO training requirements for budgetary and planning purposes. A record of all "recommended training" to be entered on Fitness Reports was considered; however, it was noted appropriate space was not provided in Part I and Part II cannot be shown to the employee. (Fourth quarter)

b. In reference to [] the Board recommended that "on-the-job training" and internal-divisional training programs be included in calculating totals of time spent in training status. The Board was of the opinion that both the letter and spirit of the notice were being fulfilled by OO in view of the number of persons engaging in OTR courses and external training. (Fourth quarter)

c. The Board noted two divisional issuances regarding training: (1) [] Notice dated 14 December 1955 outlining an internal basic training program for orientation of new employees; (2) a Contact Division memorandum dated 4 November 1955 concerning the following deficiencies connected with OO employees participation in internal training courses: (a) number of persons who miss classes or drop courses due to pressure of daily work, (b) failure of applicant

to obtain detailed information and expected outside work load of course, and (3) failure of student to provide Board with objective criticism of completed course. Six corrective procedures were put into effect to correct the deficiencies. (Fourth quarter)

- d. The Board recommended six candidates for DD/I nomination for Defense Colleges, and approved nine requests for external training. (Fourth quarter)
- e. The Board discussed various Agency training policies, such as the proposed Foreign Language Development Program, and devoted time at several meetings to discussion and review of Office estimates of training requirements for the next two fiscal years. (First quarter)
- f. The Board also considered various aspects of internal-divisional training; noted the cooperation of the Office of Training in conducting specialized courses and re-scheduling one regular course for the benefit of Office personnel; debated possible methods of computing accurate records of employee time spent in training; and approved eight training requests (including one LWOP for training purposes). (First quarter)

4. Rotation

The Board recommended approval of four requests from DD/P for loan of linguist personnel for TDY overseas assignments, and one transfer (two years) with retention of OO designations. Several internal [] [] rotations and transfers were arranged. The Board recommended OO candidates for four vacancies in other Agency Offices, and concurred in the detail for a period of six months of one employee to DD/P and one to Office of Communications prior to probable transfer.

25X1

5. Promotion Policies

- a. The Board agreed that promotions involving even minor exceptions to time-in-grade requirements should be restricted to members of the Career Staff and that other cases would be considered only under the most unusual circumstances. (Fourth quarter)
- b. The Board discussed two draft papers [] Tables of Organization and a staff study on revised promotion policies) and adopted a position opposing the suggested changes in Agency policy. (Fourth quarter)
- c. The Board discussed the problem presented by the increasingly numerous requests from other Agency components for promotion of OO personnel on one-year and two-year assignments to those components. In view of the difficulty of absorbing such returnees

25X1

at higher grades, the Board decided that no firm policy could be established for such promotions, and that each case should be considered individually by the Division Chief concerned and submitted for the recommendations of the Board. (First quarter)

6. Career Development

The Board gave extensive consideration to the subject of individual career development plans. A careful review of Office career development policies was conducted, and the Board examined in detail the various methods of informal planning carried out at all echelons within the Office. The Board decided that its position was still opposed to the mandatory preparation of formal career plans for all employees (memorandum to CIA Career Council, dated 16 Feb 1956).

The Board further agreed that if all components of the Agency were forced to prepare individual career development plans, the following procedures should apply:


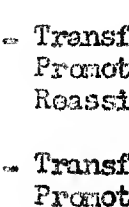
- a. The plan should not cover a period of over two years.
- b. The plan should be prepared in conjunction with the Fitness Report, be virtually an extension thereof, and, in consequence, be subject to review annually.
- c. The plans should not require review or approval by Career Service Boards.
- d. All personnel should be advised that these plans are primarily tools for proper personnel management, guides for supervisors, and are not binding, but will be implemented in consonance with the development of the individual and the needs of the Agency.

7. Statistical Summary of Board Operations

	4th quarter	1st quarter
Transfers3	
Promotions4	.5
External Training9	.5
Rotation Requests4	.9
Vacancies considered4	.2
Applications for Career Staff		

25X1

3. Other Activities

		4th quarter	1st quarter
<u>Contact Division</u>	Transfers.	3.	1
	Promotions	14.	14
	Reassignments.	6.	7
	Transfers.	5.	6
	Promotions	15.	21
	Reassignments.	13.	7
	Transfers.	16.	3
	Promotions	23.	25
	Reassignments.	13.	3

SECTION IV

THE OFFICE OF CENTRAL REFERENCE CAREER SERVICE

A. ORGANIZATION

No organizational changes were reported during the report period.

B. ACTIVITIES

1. Meetings: 4th quarter - 4; 1st quarter - 7

2. Requests for Release

It was pointed out that requests for release are received by the Board in order to first determine if suitable opportunities exist within OCR before releasing individuals to other offices.

3. Vacancies

- a. The Board adopted a plan for filling clerical vacancies of the GS-5 level and above. Under this plan, clerical vacancies are given the same careful attention as the GS-9 and GS-11 professional vacancies. (Fourth quarter)
- b. The Board decided that an OCR policy and set of standards should be developed to serve as a guide for selection when non-professional personnel are nominated as candidates for professional vacancies. (First quarter)
- c. Division Chiefs were given the responsibility for assuring that individuals who have been considered for vacancies are notified of the Board's action. (First quarter)

4. Training

Notice which affects Agency Training policy, was discussed briefly pending further clarification of the notice.

5. Rotation

Approval was given to a plan for rotation of machine operators among various Divisions that use such personnel in order to determine the most competent machine personnel and to give them the best possible training in OCR.

6. Individual Career Planning

The Board discussed individual career planning. Division chiefs were instructed to give serious thought to additional individual career planning for their personnel. (First quarter)

7. Statistical Summary of Board Operations*

	4th quarter	1st quarter
Requests for Release.12.	.11
Vacancies Acted Upon.27.	.49
Reassignments considered.	2.	1
Promotion Recommendations	2.	2
JCD Program Applications Approved	1.	1
Training Applications considered.	4.	.12
Noted Approval of Requests for Training	140.	212
Detail to another office.		1
Rotation Assignments.		2

* This statistical summary was compiled from items of information included in the quarterly reports, and does not necessarily reflect all the activities of the OCR Board.

SECTION V

THE SUPPORT CAREER SERVICE

A. ORGANIZATION

1. The following four significant changes were made within the Administration Career Service in the fourth quarter of 1955.
 - a. The principal functions assumed by the old Administration Career Board have been divided between the newly established Support and Administration Career Boards. The former will be primarily concerned with the rendering of policy advice to the Deputy Director (Support). The latter will furnish assistance to him on such matters as personnel promotions, reassignments and rotation. This separation of functions is intended not only to provide the most effective policy advice, but also to permit the new Administration Career Board a more active role in the personal problems of that career service. Both Boards are now in operation.
 - b. Both new Boards have undertaken studies of positions and personnel throughout the Administration Career Service. It is anticipated that as a result of these studies it will be possible to align certain positions and personnel more accurately with the appropriate career boards. The Deputy Director (Support) is striving constantly to identify more precisely especially those Agency employees who are truly executive or administrative material.
 - c. The Deputy Director (Support) directed that a study be made and findings presented which will result in a more objective determination of those within the Administration Career Service "best qualified" for promotion. Suggested criteria for this determination have already been prepared and will be acted on by the appropriate Boards and the Deputy Director (Support) during the next quarter.
 - d. The method of selection of candidates for appropriate and planned rotation through the Administration Career Service has been changed. It is hoped that the new procedure will result in the quickest, most effective assignment and reassignment of personnel.
2. During the first quarter of 1956 approval in principle has been given by the Deputy Director (Support) for certain proposed revisions within the Administration Career Service. These are intended to result in a more homogeneous Administration Career Service. It has been agreed that personnel and positions with across-the-board support type responsibilities, regardless of grade, should be included in the revised service. Studies are continuing within the DD/P and DD/S

organizations to determine which personnel and positions should be included. These should be concluded during the second quarter of 1956. A longer task will be that of re-distributing those personnel and positions which, functionally, will better be served by career service organizations other than that of Administration. This will be accomplished through negotiations with existing career services.

B. ACTIVITIES

1. Administration Career Board

a. Assignment and Reassignment of Personnel

- (1) The SD-SA In-Casual situation remains good. Six names appeared on the 31 December 1955 list and for all six assignments have now been located. Two of these assignments will have to be reviewed with the purpose of making more appropriate reassignment. It is expected that returnees in the GS-13 and GS-9 categories will present numerically difficult problems within the next two or three quarters. (Fourth quarter)
- (2) Strong efforts have been exerted in the past within the Administration Career Service to reassign successfully and expeditiously all returnees from overseas and to encumber all foreign posts, no matter how undesirable, with the best qualified personnel. Continuingly, in a very small number of cases, ordinary assignment methods have proved unsuccessful. To remedy this difficulty, the Deputy Director (Support) has approved changed procedures to handle these few, troublesome cases. When routine placement efforts (within a reasonable length of time) have failed, these cases, regardless of grade, will be submitted to the Administration Career Board for recommended disposition and to the Deputy Director (Support) for action. (First quarter)

b. Promotion

In November 1955 the CIA Career Council accepted in principle a "Revised Promotion Policy." The acceptance of this principle renders it mandatory that individuals within a career service be adjudged the "best qualified" within that service before being awarded promotions. The determination of those best qualified can only be made according to established criteria, made objective as possible. To accomplish this, one set of criteria was approved in principle by the Administration Career Board during the preceding DD/S calendar quarter. A committee was formed to study this problem further and to propose specific criteria which will be sufficiently objective and realistic that they can be applied to reassignments and promotions throughout the Administration Career Service.

2. Office of the Chief of Career Service Board

a. Meetings: 4th quarter - 3; 1st quarter - 3

b. Training

During the report period 115 individuals in the SF Career Service completed internal training courses and 23 individuals completed external training courses.

c. Other Board Actions 4th quarter 1st quarter

Promotion Actions 17 32
Overseas Assignments Approved
CIA Career Staff Applications Reviewed
Reassignments to Headquarters Approved 10 6

25X9A2

3. Office of Communications Career Service Board

a. Meetings: 4th quarter - 19; 1st quarter - 18

b. Board Actions Affecting GS-3 and GS-4 Personnel

The Board has discontinued handling WEP actions on personnel at the GS-3 and GS-4 grade levels. It was agreed that the owning division's certification and notification, in memorandum form, to OC-A/Personnel Branch is sufficient justification for promotions at the GS-3 and GS-4 levels. (First quarter)

c. Statistical Summary of Board Activities

SUBJECT	FOURTH QUARTER	FIRST QUARTER
	Total	Total
Initiation		
Promotions Reviewed		
Grading	37	5
Intra-Scheduled Promotion Requests	2	1
Employment Prospects Reviewed	0	1
Employee Hearings	1	0
Leave Intended	3	13
Requests for Release	0	3
Marriage Requests to Foreign Nationals	1	3
Career Staff Applications Reviewed	39	68
Requests for RMT Program	0	1
Of The Committee Actions Reviewed	25	23
Cases Filed	15	3
TOTAL		

25X1

25X1

~~SECRET~~

Logistics Career Board

- a. Meetings: 4th quarter - 3; 1st quarter - 7
- b. In-Casual

The In-Casual list has been kept to a minimum as a result of six months advance rotation and reassignment planning for SL designees. (Fourth quarter)

- c. CIA Career Staff

25X9A2

[] SL designees were accepted into the CIA Career Staff, bringing the total up to [] (Fourth quarter)

25X9A2

- d. Line and Staff Relationships Among Career Services

On 23 February, the Director of Logistics transmitted a memorandum to the Career Council, through the Deputy Director (Support), requesting that line and staff relationships existing among the several Career Services be clarified with respect to effecting various types of personnel actions.

- e. Rotation

- (1) The Board endorsed policy that carefully selected employees be rotated between the several OL Divisions and Staffs in accordance with a planned rotation program.
- (2) The Board endorsed a proposal that opportunity be provided employees possessing good potential and who are in non-rotatable slots for overseas assignment in order to obtain overseas experience essential to their careers.

- f. Overseas Assignments and Vacancies

- (1) The Board recommended that where overseas positions are identifiable as positions requiring qualifications not specifically identified with any position in the Office of Logistics, such positions should primarily be filled with contract employees or military personnel.
- (2) The Secretary of the Board was directed to submit quarterly listings of overseas vacancies to Division and Staff Chiefs in order that they have an opportunity to discuss possible overseas assignments with interested employees.

~~SECRET~~

g. Recruitment

The Board endorsed the principle that it would be highly desirable to recruit from external sources four to eight young individuals at the GS-5 or GS-7 level who possess good potential for future development where ceiling limitations would allow.

h. Training

The Board recommended that the following training policies be adopted:

- (1) All LO professional personnel be required to complete Agency Basic Training Program.
- (2) All LO Career personnel be required to complete the Logistics Support Course prior to overseas assignment unless specifically exempted by the Director of Logistics.
- (3) Upon the selection of a candidate for an overseas assignment, the LO Training Officer will determine basic or specialized training requirements desirable for the candidate to complete.

5. Medical Staff Career Service Board

a. Meetings: 4th quarter - 15; 1st quarter - 11

b. Special Committee

A Special Committee was formed to examine into and report to the Board on the following subjects:

- (1) Use of evaluative techniques for determining those medical technicians who possess the potential for development into higher-type medical positions;
- (2) Use of evaluative techniques to assist in the original recruitment of medical technicians; and
- (3) Adoption of some type of qualification record, perhaps similar to the Army Qualification Record, that would accompany medical personnel being assigned to the field, to the end that the technical capabilities of such personnel might be properly exploited.

c. Fitness Reports

After three months experience in reviewing the new Fitness Report, Form No. 45, the Board felt that guidance for raters and reviewing officials was required in extensions of Regulation [REDACTED] To this end a Medical Staff Notice is being prepared which will provide more explicit guidance on (1) the use of Part II of the Fitness Report for grades GS-6 and below (2) execution of Section G 2, Supervisory Potential (Part II) and, (3) procedure in event of disagreement between the rater and the reviewing official. (First quarter)

25X1

d. Training Policy

The Board's semiannual review of policies and procedures for the training of medical personnel indicated the desirability of a staff issuance on this subject. To this end, Medical Staff Regulation No. 10-56 was issued. The regulation contains the responsibilities and procedures for implementation of training for Medical Staff personnel and, in addition, specified the various types of external and internal courses and on-the-job training which various groups of Medical Staff personnel will complete.

e. Statistical Summary of Board Operations

4th quarter 1st quarter

Promotion Actions.	7.	9
Assignment Actions	15.	9
Fitness Reports Reviewed	16.	18
Career Staff Applications.	2.	4
Training Evaluation Reports Reviewed	12.	21
Field Reassignment Questionnaires Reviewed	2.	1

6. Personnel Career Board

a. Meetings: 4th quarter - 3; 1st quarter - 3

(Numerous informal "quorum" meetings of the Board and the Executive Committee were held during the report period to consider immediate reassignments of SP personnel)

b. Career Management Officer

During the fourth quarter of 1955 a Career Management Officer was designated to assist with the planning and coordination of all Personnel Career Service activities. His duties also include that of editorship of the monthly Personnel Information Letter and that of Training Officer.

~~SECRET~~

c. Individual Career Plans

- (1) Requests for preparation of individual career plans were forwarded to various eligible "SP" designees. The intention of the first "trial run" requests is to provide, for the review of the Personnel Career Service, a "cross-section" of different types of plans from diverse physical locations in the Agency. It is expected that once a sufficient number of career plans are received from the original list of requests, a general "go ahead" will be given by the Personnel Career Service Board in order to apply the program throughout the Personnel Career Service more rapidly. (Fourth quarter)
- (2) Ten career plans have been approved and are being implemented. Career plans are being requested from eligible SP designees in grades GS-11 and GS-12. (First quarter)

d. CIA Career Staff

Sixty-one applications for membership in the CIA Career Staff were received during the report period. A total of category "A" 25X9A2 applications have been sent to the CIA Selection Board.

e. Junior Career Development Program

One application for the Junior Career Development Program was received. Action on the application was deferred until the return of the applicant from overseas.

f. Curie College

The Personnel Lecture Series was conducted during the report period. This series of lectures concerned with an orientation into the different aspects of the overall personnel function has been very popular. Several lectures have necessitated a second presentation due to the large demand.

g. Personnel Orientation Course

The Personnel Orientation Course, providing a review and orientation of Office of Personnel procedures and functions was provided to 24 SP employees during the report period.

h. Job Analysis and Wage Administration Course

A special training course concerned with job analysis and wage administration was offered by the Position Evaluation Division. This course is designed primarily for Office of Personnel Trainees.

~~SECRET~~

i. Training

The following number of SP employees were enrolled in training during the report period:

Full-Time Office of Training Courses -- 47
Part-Time Office of Training Courses -- 42
Part-Time External Training -- 23

7. Office of Security Career Service Board

a. Meetings: 4th quarter -3; 1st quarter - 3

b. Female Investigative Positions

The Board considered career possibilities for female employees who have unusual qualifications and are capable of performing limited investigative duties. These duties would involve liaison with other agencies for the purpose of conducting name checks, as well as reviewing Agency files, abstracting relevant data and preparing reports thereon. A special category of positions will have to be established for this type of work in grades GS-7 to GS-9 with promotion beyond GS-9 dependent on the capabilities of the employee. (Fourth quarter)

c. Statistical Summary of Board Operations*

	4th quarter	1st quarter	
Reassignments.	12	7	
Promotion Actions.			
Overseas Assignments			25X9A2
Requests for SD Changes.		6	
Requests for External Training	1	1	
Transfer to Professional Grade		1	
Applications for Membership in the CIA			
Career Staff			25X1

8. Office of Training Career Service Board

a. Meetings: 4th quarter - 6; 1st quarter - 6

b. Individual Career Planning

(1) Career plans were completed for all ST designees on the T/O of the Office of Training during the fourth quarter of 1955.

* This statistical summary was compiled from items of information included in the quarterly reports, and does not necessarily reflect all activities of the Security Career Service Board

Career planning for ST designees assigned to other Agency components has been difficult because of poor communications and administrative jurisdictional control. A follow-up system is being developed to insure that career plans for these individuals are handled with the same degree of consideration as ST designees actually on the OTR rolls. In the coming year, the Board will devote its attention to a review of plans to ascertain how well they have been accomplished, and to make any needed revisions in the plans.

- (2) During the first quarter of 1956, the Board reviewed the career plans for individuals assigned to the Language and External Training School, the Plans and Policy Staff, and the Assessment and Evaluation Staff. Each plan was reviewed for accomplishment, and changes were made according to foreseeable OTR and Agency requirements.
- (3) OTR Regulation No. 20-7, Subject: Individual Career Development Plans, was revised to include more specific procedures and responsibilities found necessary in administering the OTR Career Management Program. (First quarter)

c. Preparation of Personnel Actions -- Policy

OTR Notice No. 23-55 dated 13 October 1955 provides, "Prior to the preparation of any promotion or other personnel action involving an OTR employee, the supervisor concerned will review all data regarding such employee contained in the files of the Personnel Officer, Registrar, and Assessment and Evaluation Staff of the Office of Training. It is particularly important that fitness reports, career plans, training records, test results, and assessments be studied carefully before the preparation of a personnel action."

d. Rotation

OTR has sent DDP a list of available instructors for this year along with Personnel Data Sheets on each. OTR has also identified persons in DDP considered desirable as instructors. The Personnel Section continues to be the point of contact for rotation matters, whereas the Clandestine Services Career Service Panel replaces the FI and PP Panels in the DDP as the point of contact.

e. Service Designations

A staff study on functional service designations identified positions on the T/O of OTR which could be considered as having a designation other than Training. The Board was emphatic in insisting that present incumbents not be required to change service designations if the jobs are identified with functional designations. establishes policy in these matters.

25X1

~~CONFIDENTIAL~~

f. Promotion

- (1) The Board discussed the proposed CIA promotion policy.
- (2) OTR Notice No. 23-55 was published as a means of integrating all personnel information coming before the Board concerning promotions and other personnel actions.

g. Personnel Actions

- (1) Promotion actions by the Board:

Approved 30 promotions recommended by Clerical Promotion Panel
Approved 39 promotions recommended by Professional Panel
Approved 16 promotions recommended directly to the Board
Disapproved or deferred 9 promotion actions

- (2) CIA Career Staff

The Board approved persons for category A and one for category B of the Career Staff during the report period.

25X9A2

- (3) Service Designation Changes

The Board approved 2 Service Designation changes to Training and 3 from training to another designation.

N. B. CORRECTION -- The Summary Report for the third quarter of 1955 should have reported: "Meetings of Office of Training Career Service Board - 6" rather than "Not reported."

~~CONFIDENTIAL~~

~~SECRET~~

~~CONFIDENTIAL~~

APPENDIX

ROSTER OF
CAREER SERVICE BOARDS AND PANELS
as of 1 July 1956

CLANDESTINE SERVICES CAREER SERVICE

Clandestine Services Career Service Board		
Chairman	Richard Helms	
Secretary.		25X1
Clandestine Services Career Service Panel		
Chairman	Thomas H. Karsmessines	
Secretary.		25X1
FI Career Service Panel		
Chairman	Gordon Stewart	
Secretary.		25X1
PP Career Service Panel		
Chairman		25X1
Secretary.		
TSS Career Service Panel		
Chairman		25X1
Secretary.		
Clerical Career Service Panel		
Chairman		25X1

THE INTELLIGENCE PRODUCTION CAREER SERVICE

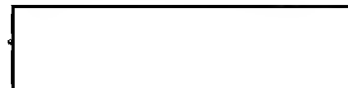
Intelligence Production Career Service Board		
Chairman	Robert Amory, Jr.	
Executive Secretary.		25X1A9A
ONE Career Service Board		
Chairman	Sherman Kent	
Secretary.		25X1A9A
OCI Career Service Board		
Chairman	Huntington D. Sheldon	
Secretary.		25X1A9A
ORR Career Service Board		
Chairman	Otto E. Guthe	
Secretary.		25X1A9A
OSI Career Service Board		
Chairman		
Secretary.		

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

001 Career Service Board

Chairman
Executive Secretary.

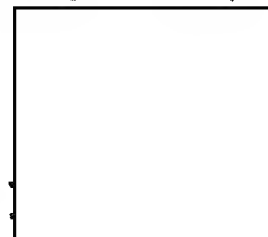


25X1A9A

THE OPERATIONS CAREER SERVICE

00 Career Service Board

Chairman George G. Carey
Secretary.



25X1A9A

THE OFFICE OF CENTRAL REFERENCE CAREER SERVICE

OCR Career Service Board

Chairman
Secretary.



THE SUPPORT CAREER SERVICE

Support Career Board

Chairman H. Gates Lloyd
Executive Secretary.



25X1A9A

Administration Career Board

Chairman
Executive Secretary.

Office of the Comptroller Career Service Board

Chairman
Secretary.

Office of Communications Career Service Board

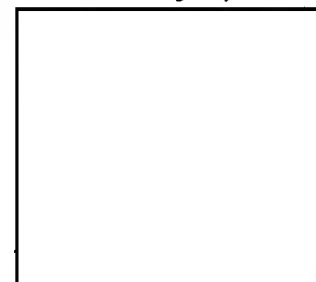
Chairman
Executive Secretary.

Logistics Career Board

Chairman
Secretary.

Medical Staff Career Service Board

Chairman John R. Tietjen, M.D.
Executive Secretary.



25X1A9A

Personnel Career Board

Chairman
Executive Secretary.

Office of Security Career Service Board

Chairman
Secretary.

Office of Training Career Service Board

Chairman Matthew Baird
Secretary.



25X1A9A

~~CONFIDENTIAL~~